



FREMONT PLANNING BOARD

April 16, 2008

Meeting Minutes

Approved April 23, 2008

Present: Chairman Roger Barham, Co-Chair and CC Rep. Jack Karcz, Selectman Gene Cordes, Member John (Jack) Downing, Building Official Thom Roy, RPC Circuit Rider David West and Land Use AA/Recording Secretary Meredith Bolduc.

Mr. Barham called the meeting to order at 7:05 pm.

MINUTES

The minutes of the March 26, 2008 meeting were not addressed at there were not enough Members present who were at that meeting. They will be addressed at the next meeting.

Mr. Karcz made the motion to approve the minutes of the April 2, 2008 meeting as written. Motion seconded by Mr. Downing with unanimous favorable.

GRISTMILL, LLC

Map 2 Lot 173.12 & 156.2 – Phases II and III

There was no one present to represent Gristmill so this meeting was rescheduled to next week, April 23, 2008 at 7:30 pm.

MAP 2 LOT 131

Present: John Krebs

At 7:35 pm John Krebs met with the Board to get their non-binding opinion on whether the 50' access from Susan's Way to abutting property Map 2 Lot 131 could be used as the sole access for a small residential subdivision. Mr. Krebs stated that he represents the owners of that property. Mr. Krebs began to distributed a site plan showing the 50' access from Susan's Way to a subdivision design of Map 2 Lot 131, but was required to rescind it because this is a conceptual discussion and discussions must be in conceptual form and general terms only (RSA767:4 II (a)).

In answer to questions by the Board, Mr. Krebs stated that the access from Susan's Way to Map 2 Lot 131 is owned by Ernie Brown who developed Susan's Way and is approximately 300' long. Susan's Way is approximately 800' to the cul-de-sac. Mr. Krebs asked if the Planning Board would consider extending the cul-de-sac from Susan's Way for a development at Map 2

Lot 131. Mr. Cordes stated that the question is how the Board feels about taking an existing cul-de-sac and extending it beyond the length limits of that cul-de-sac. Mr. Roy stated that the plan has been approved by the Planning Board, but has not been transferred and recorded. The Subdivision Regulations state *"Except where near future connections, as determined by sufficient evidence presented to the Planning Board, may be possible, dead end or cul-de-sac streets shall not exceed eight hundred (800') feet maximum length, six hundred (600') feet exclusive of the cul-de-sac itself, and shall terminate with a turn-around area as prescribed by the Board but, in any event, with a right-of-way radius of one hundred (100') feet from the center to the outside edge. Under no circumstances shall a dead end street exceed fifteen hundred (1,500) feet in length."* One access in and out, as well as a loop type road were discussed.

Mr. Barham asked for a consensus of how the Board feels about Mr. Krebs' proposal. Mr. Cordes stated that he feels this is premature and the developer needs to find a way through from Rt 107 to Copp Drive or somehow have a second access in and out. Mr. Karcz, Mr. Barham and Mr. Downing agreed. At 7:50 Mr. Krebs thanked the Board and left the meeting.

MASTER PLAN

Natural Resources Chapter (NRI)

Mr. Barham stated that at the last meeting the Members agreed that the maps can be included in the NRI Chapter of the Master Plan and Mr. West agreed to finish the document which is expected to be ready to send to Public Hearing for amendment before the end of 2008.

Mr. West reported that he has not completed the map project and that because of moved data and new available data he had to recreate a lot of the NRI maps. He added that time is the problem. He offered that he can make 11 x 17 pdf's. Mr. Cordes asked when they will be ready and Mr. West answered that he can have them ready next week.

Community Facilities Chapter

The Board reviewed a draft of the Community Facilities Chapter that was submitted by Mr. West. He explained that the first page relates why there is a Community Facilities Chapter. The next chapter is the goals, future needs and recommendations of the Fire Department, Police Department, Highway Department, School System, Library, Recreation Department, Solid Waste, Cemeteries and the Municipal Government. Mr. West said that he will write more about the goals, and he asked if the Board wanted more in the Fire Department section relative to the Rescue Department since they have merged into one department. There was a conversation about updating the chapters. Mr. West had highlighted the areas in the document that need updates. Mr. Barham asked that the Members take it home to go through at their leisure and it will be reviewed at a subsequent meeting.

Housing Chapter

Mr. West stated that he has not heard back from Ansel Sanborn of NH DOT relative to the status of the application to CTAP for funding for the Housing Chapter of the Master Plan and he should have more information for the next meeting.

Implementation and Action Plan Chapter

Mr. West reported that the application to CTAP for \$1,500 to fund the creation of an Implementation and Action Plan Chapter of the Master has not yet been signed by Cliff Sinott of RPC. He agreed to ask Mr. Sinott to sign the application so it can move forward.

MPO

Mr. West reported that in answer to a question that came up in a recent discussion, a Town employee can represent the Metropolitan Planning Organization. The MPO is a federally designated entity that administers the urban transportation planning process for the RPC communities. It is staffed by RPC and its two standing committees are the Policy Committee and the Technical Advisory Committee (to the Policy Committee). The Policy Committee is made up of the Commissioners.

TAX MAPS

Mr. Cordes reported that the Selectmen will meet with Don Dollard and Roger Barham relative to the Tax Map at their April 17, 2008 meeting. Mr. West stated that Rob Pruyme, a Transportation Analyst and GIS Specialist from RPC will also attend that meeting.

SITE PLAN REVIEW REGULATIONS

Parking – Section 1.13-N

The Board reviewed the model parking regulation that Mr. West had previously presented. This included off-street parking, parking areas, paving, parking arrangement, aisle widths and angles, construction speculations, number of required parking spaces, number and design of handicap parking spaces. The Board agreed that these regulations would need to reference the State Building Code and that a landscaping and screening reference would need to be drafted. Mr. West will draft the references and a catch-all phrase that will cover “all other uses”. It was agreed that Mr. West will re-draft these parking regulations using the Members suggestions and the current Site Plan Review Regulations and submit the amended draft for review at the next meeting.

Mr. Barham suggested creating a table showing what is currently in the Regulations versus the changes. Mr. Cordes suggested that, if there is a table, when subsequent changes are done it would be the table that is amended.

Definitions

The Board reviewed a “List of Definitions” document as submitted by Mr. Roy for the Definitions Sub-committee. This list is intended to encompass the Excavation, Site Plan Review and Subdivision Regulations.

Mr. Roy agreed to draft a preamble and also to find out if the term “commercial uses” includes anything other than “any non-residential use”.

Fees

The Board continued to review the current fee schedules for all of the Planning Board Regulations (Excavation, Site Plan Review and Subdivision). It was the consensus of the Board to increase the Town administrative recording fee from \$30.00 to \$40.00 and change the cost for

certified mailings to abutters from \$11.00 to \$6.00 plus current postal rate.

After a brief discussion Mr. Karcz made the motion to recommend to the Board of Selectmen that the Subdivision, Site Plan Review and Excavation fees be incorporated in the Town Fee Schedule.

The motion was seconded by Mr. Downing with unanimous favorable vote.

It was noted that once the fees have been approved by the Selectmen at their public hearing, the Planning Board can hold a Public Hearing to amend the Subdivision Regulations by deleting Article 5, the Excavation Regulations by deleting Article 16, and the Site Plan Review Regulations by deleting Article 1.18 or amending each one to say "See Town of Fremont Fee Schedule". This would be done at the same Public Hearing that the Site Plan Review Regulations are amended to reflect all of the approved changes.

Mr. Barham stated that the Site Plan Review Regulation amendments will be further discussed at a future meeting.

COMMUNITY TECHNICAL ASSISTANCE PROGRAM (CTAP)

The Members discussed the workshop catalog from CTAP relative to the "Local Government Cluster Workshops" which are part of the "CTAP Year One Program Schedule." According to the document the goal of the workshops is to provide training to local government boards and officials in specific areas identified by the summer 2006 working groups to fulfill CTAP goals and objectives. There is one workshop available per community and CTAP requests that the Board select a topic from those listed in the correspondence or work with the workshop coordinator Craig Tufts at Central NH Regional Planning Commission to customize a topic to fit the community.

Mrs. Bolduc reported that she has been in contact with Mr. Tufts relative to the Impact Fees workshop. Mr. Tufts stated that the Impact Fees workshops would be a 2 hour workshop open to any CTAP town. The workshop could be customized to meet our needs and he sent a message to Bruce Mayberry to see what they might be able to come up with for Fremont. He will get back to her with any information he gathers.

The Members reviewed the topics listed in the catalog and it was agreed to go with Impact Fees. Mrs. Bolduc will contact Mr. Tufts and set it up.

INNOVATIVE PLANNING TECHNIQUES

Mr. West submitted a list of Innovative Land Use Regulations and Model Ordinances that are currently available as well as chapters from the Innovative Land Use Planning Techniques handbook including Stormwater Management, Erosion and Sediment Control and Energy-efficient Development. Mr. West said that the Board has discussed their interest in a few of these topics including energy-efficient development, stormwater management, and erosion and sediment control; maybe others as well. He stated that these are things that he can work on for Fremont through the Regional Environmental Protection outreach program at no cost to the Town. Also there was interest in other "Green" ordinances including Epping's Energy Efficient Ordinance and the RPC's model small Wind Turbine Ordinance. He added that there is also an

expert on the selected topic available to come and speak to the Planning Board. The Board directed Mr. West to pursue this on the Planning Boards behalf and he agreed to further report on this at a subsequent meeting.

ENERGY COMMITTEE

Mr. Cordes reported that Kirk Stone from the Jordan Institute attended the April 15, 2008 Energy Committee meeting and did a Power Point presentation that focused on their services and a program on the EPA website and rating systems on how efficient your builds are. The goal is to move energy efficiency along and there is kind of an initiative to take a look at the municipal buildings relative to how energy can be saved. He added that other towns are also looking at this. This is a grass roots sort of thing that is really gaining momentum. Mr. Cordes said that the next Energy Committee meeting is May 20, 2008.

SUMMER MEETING SCHEDULE

The summer meeting schedule for June, July and August was discussed and the Board agreed to meet on the first and third Wednesdays of those months.

CORRESPONDENCE

There was not incoming correspondence.

Mr. Karcz made the motion to adjourn at 10:15 pm.

Motion seconded by Mr. Downing with unanimous favorable vote.

Respectfully submitted,
Meredith Bolduc, Secretary